



Habitat for Humanity of Oregon is looking for a **Grant Portfolio Director**.

### **Who We Are**

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope. Habitat for Humanity of Oregon provides fundraising, training, disaster preparedness and advocacy support to all 24 Habitat for Humanity affiliates — locally-based organizations with dedicated staff and volunteers who build and repair homes across our state. Of these affiliates, 21 are based in rural Oregon. Our network is working diligently to build and sell at least 75 homes this fiscal year and provide at least 150 healthy home repairs.

### **FY 2020 Highlights**

- Previously scheduled for April 2020, Habitat Oregon pivoted the biennial Western Region Conference to an all-virtual experience held Sept. 29 to Oct. 1, 2020. We hosted 381 attendees from Oregon, Washington, California and Hawaii. Our theme, Building an Inclusive and Resilient Future, transcended all sessions and inspired listeners to live out Habitat's commitment to diversity, equity and inclusion. Keynote sessions included Dr. Tiffany Manuel, author of *The Case Made*, and Cheryl Strayed, author of *Wild*.
- Habitat Oregon leaned in with our partners from the Oregon Housing Alliance to advocate successfully for \$20 million in mortgage relief from the Oregon Homeownership Stabilization Initiative Hardest Hit Program, plus an additional \$75 million in housing stabilization resources.
- We hosted 13 weekly training sessions related to COVID-19 response and resources, with topics ranging from Self-Care to Cash Flow Reforecasting and Reopening Risk Management. We also helped all eligible Oregon affiliates to secure federal Payroll Protection Program (PPP) funding.
- Oregon Housing and Community Services approved nine LIFT for Homeownership applications from Habitat for Humanity affiliates. These affiliates will draw down \$7,345,000 to build 81 permanently affordable homes.
- The Habitat Affiliate DEI Cohort launched in June 2020 has included learning sessions on DEI across the Habitat Network; Communicating across Differences; Effective MWESB Outreach and two sessions on Diversifying Your Board of Directors.

### **Guiding Philosophy**

Founded in Christian principles centered on a radical effort to create and live out a vision for our world where everyone has a safe, stable and affordable place to live, Habitat Oregon is committed to an intersectional approach to diversity, equity, inclusion and anti-racism. All people have a right to a safe, stable and affordable place to live and we are working towards dismantling the systemic barriers to this goal for communities who have been historically marginalized and intentionally left behind.

### **Job Overview**

The Grant Portfolio Director will expand pass-through funding programs that make it possible for our state's 24 Habitat for Humanity affiliates to serve more Oregonians through affordable homeownership opportunities and healthy home repairs. This key team member will manage earned income and grant opportunities that ensure stable operating revenue for Habitat for Humanity of Oregon's core programs. A hybrid grant writer + project manager + relationship builder, the Grant Portfolio Director will work collaboratively across our network to elevate capacity and strengthen long-term relationships with funding partners.

## **Who You Are**

Your professional expertise will help to expand Habitat for Humanity's homeownership and repair capacity in Oregon communities of all sizes. You find meaning and value in working with locally-based community organizations with varying staff sizes and capacities. You gain satisfaction in creating new pass-through funding programs and approach new opportunities with an eye toward compliance and relationship building. You enjoy both working autonomously and engaging with team members to accomplish shared objectives.

## **What You'll Do**

### **Get to Know Oregon's Habitat for Humanity affiliates**

Connect directly with local affiliate leaders and your Habitat for Humanity of Oregon colleagues to understand the strengths and capacity of Oregon's 24 Habitat for Humanity affiliates.

### **Assess & Prioritize Funding Opportunities**

Proactively monitor new funding opportunities to assess possible fit with the programs our network provides. Attend informational webinars on government funding opportunities to gain a full understanding of application and compliance parameters. Proactively outreach to Oregon affiliate leaders to assess network interest and capacity for new funding opportunities.

### **Manage Pass-through Funding Programs**

Manage pass-through funding programs from end-to-end. Outreach to attract participating Oregon affiliates. Collect local affiliate information needed to create compelling applications. Work with the Habitat Oregon team to generate training materials and webinars that lead to successful program compliance and reporting. Generate a realistic timeline for funding draws and serve as the primary point of contact for funders. Manage and support Habitat Oregon team members who oversee program compliance and reporting.

### **Design & Track Program Budgets**

Work closely with Habitat for Humanity of Oregon's contract accountant to generate realistic program and affiliate-specific budgets. Coordinate with Resource Manager and Contract Accountant to ensure that funding draws and disbursements take place on schedule. Work with key staff to generate accurate reports for both Habitat Oregon's Finance & Loan Team and funding partners. Actively track earned income revenue for Habitat Oregon.

### **Maintain Appropriate Certifications**

Participate in annual online training for Habitat for Humanity mortgage originators. Ensure that the Habitat for Humanity of Oregon staff team maintains all licenses and certificates needed to comply fully with state and federal funding programs.

### **Build Relationships with Funding Partners**

Engage in active communication with state, federal, private foundation and corporate funding partners. Participate in training, informational and networking opportunities, as available. Keep all lines of communication open and active.

### **Support & Participate in Additional Habitat for Humanity Activities**

Support other members of the staff team in hosting statewide and regional training opportunities. Participate in Habitat for Humanity advocacy initiatives and training opportunities.

## **Skills & Experience**

- 6 years of relevant professional experience in grant writing and program management that resulted in sustainable funding opportunities

- Strong oral and written communication skills that address complex subject matter around access to stable and affordable housing and racial and social justice
- Practiced ability to validate individual experiences and forge relationships with people from diverse backgrounds
- Capacity to evaluate organizations to assess their capacity to carry out plans and tasks
- Ability to create, coordinate, lead and/or carry out effective technical assistance sessions
- Possesses a creative approach to situations; sees potential and finds ways to maximize it
- Experience with federal and state housing programs that require a high degree of compliance and reporting
- Ability to work collaboratively with team members to ensure the timely and successful administration of concurrent funding programs.
- Appropriate computer skills; skillful ability to use word processing, spreadsheets, accounting, databases, the internet and relevant program portals.

### **Work Culture, Environment and Schedule**

Habitat Oregon values an inclusive work culture with a diversity of homeowners and partners. Therefore, we are seeking applicants who reflect some of the identities of those we serve: **People of color, people with disabilities, first-generation college students, LGBTQIA+, and immigrants to the United States are especially encouraged to apply.**

We are a modestly sized, innovative, results-driven organization. We're looking for someone who is able to work independently while keeping team members up to date on progress. Due to the COVID-19 pandemic, our staff team is currently working remotely. When it's safe to do so, we plan to resume business hours at our single-story, North Portland office. Flex schedules are available.

While we work from home, your schedule will include weekly Zoom meetings with the staff team, the Executive Director and other team members, as needed. When it's safe to resume in-person meetings, occasional travel will be required for training, advocacy and networking events.

### **Salary and Benefits**

Salary range is \$76,000 – \$84,000, depending upon experience for this full-time, exempt position.

Benefits include medical and vision coverage; dental coverage available through a cafeteria plan; generous vacation and sick leave; paid holidays; 3% retirement savings match incentive and \$100 per month cell phone stipend while working remotely. Our team is made up of caring, creative, capable and really fun humans. You'll get to work with them!

### **How to Apply**

Send your cover letter, resume and pronouns to Executive Director Shannon Vilhauer (she/her): shannon@habitatoregon.org

The subject line of your email should read: **Grant Portfolio Director application from [Your Name]**

For applicants with whom we would like to enter into conversation, we will conduct initial screening interviews by Zoom. Candidates who advance in the process will interview by Zoom with additional members of the Habitat for Humanity of Oregon board and staff team. We'll ask for references from our top candidates, and make an official offer. This is a full-time position beginning on June 1, 2021. Start date is flexible.